

**MINUTES OF THE FULL PARISH COUNCIL MEETING  
HELD ON MONDAY 16 JANUARY 2023  
AT CAPEL PARISH HALL**

- 1 IN ATTENDANCE:** Mr Ball, Mr McLachlan, Mrs Schryver, Mr Ashwood, Mr Cox, Mrs Ryan and the Clerk.  
Mr Richard Simpson (Item 10(ii)) Planning Application MO/2022/2063.
- 2 APOLOGIES FOR ABSENCE:** Mr Garber, Mr Salter and Mrs Dale
- 3 TO APPROVE ACCURACY OF MINUTES OF FULL PARISH COUNCIL MEETING 12 DECEMBER 2022:**  
The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.
- 4 TO APPROVE ACCURACY OF MINUTES OF PLANNING COMMITTEE MEETING 3 JANUARY 2023:**  
The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.
- 5 TO APPROVE ACCURACY OF MINUTES OF FINANCE COMMITTEE MEETING 9 JANUARY 2023:**  
The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.
- 6 MATTERS ARISING:**  
None.
- 7 DECLARATIONS OF INTEREST:**  
None.
- 8 PUBLIC QUESTIONS:**  
Mr Simpson said he would like to address the meeting when Item 10(ii) Planning Application MO/2022/2063 was discussed.
- 9 CLERKS REPORT:**

  - The oak trees at the rear of Bakers Way have been assessed by Treeline. They have reported that the trees are not a safety risk and therefore no work is required on them. However, these trees will be included in the tree assessment to be carried out later this year.
  - The owner of a property in Horsham Road, Beare Green has reported issues with an oak tree outside the property. Treeline had been called in and suggested a resistograph test costing £100 should be carried out to ascertain the level of decay in the tree trunk.  
The Councillors discussed the test and agreed to cover the cost as a matter of safety. However, it was stressed that the ownership of the tree had yet to be proven. This would need to be established if any further work was required.
- 10 PLANNING APPLICATIONS:**

  - **Planning Application MO/2022/1986 – Mulberry House, 122 The Street, Capel.** This is an application for the conversion of existing detached garage into habitable space, ancillary to the main dwelling. To include conversion of first floor into office with storage accessed by rear external staircase. This application was submitted without a Design and Access statement, and no reason had been provided for the conversion. The property is in the conservation area. It was discussed that the conversion could have an adverse effect on the frontage of The Street and would be lacking in amenity space. The conversion is contrary to ENB policies, and the Councillors unanimously agreed this application should be refused.
  - **Planning Application MO/2022/2063 – West Wing, Pleystowe House, Rusper Road, Capel.** This is an application for the erection of single storey side extension. The Councillors were advised that this

property is on land beyond the Green Belt and it was questioned why there was a need for the modification and additional space.

Mr Simpson addressed the meeting, advising that both he and his wife now worked from home and the additional space was needed to use as a study. He confirmed that if the application was approved, all building would be undertaken using the same materials as the existing building and new windows should be compatible.

The Councillors agreed that the extension would visually enhance the property and would not have any adverse effect on neighbours. It was unanimously agreed that the application should be recommended for approval.

- **Planning Application MO/2022/2043 – 30 Bakers Way, Capel.** This is an application for the erection of a single storey rear/side extension. The proposed extension will have a significant and adverse impact on the character of housing generally and will have an impact upon the amenity of neighbouring housing. The proposals are contrary to the ENV Policies of the Mole Valley Local Plan and the Policies of the Capel Neighbourhood Development Plan. The Councillors agreed that this application should be recommended for refusal.
- **Planning Application MO/2022/2077 – The Mews, Osbrooks Farm, Horsham Road, Capel.** This is an application for the erection of rear dormer window to create 2 No. rooms in loft space. The Councillors considered the application and agreed that the proposed window had little regard to the character of the dwelling and had been poorly designed. The impact of the extension, having particular regard to its scale and bulk which would result in a dwelling contrary to the objectives of the MV Local Plan. The Councillors agreed that this application should be recommended for refusal.

#### **11. SUGGESTIONS FOR ANNUAL PARISH MEETING AGENDA ITEMS (13 MARCH 2023):**

The Councillors were keen to secure a good representation of local groups this year's Annual Parish meeting, and it was suggested the following groups should be approached and asked to come along, display photographs their achievements and speak to the attendees. The Clerk will send invitations to the following. The long lead-time should secure a good attendance.

- St John the Baptist Church, Capel –the new design for the ashes memorial garden.
- Scott Broadwood School, Capel – with particular interest on the way forward for the school. The Weald Church of England School, Capel –emphasis on their achievements this year.
- Capel Pre-School – achievements this past year.
- Beare Green Community Association – achievements around the village hall and local area.

#### **12. PARISH COUNCILLOR RE-ELECTIONS:**

The Councillors discussed the upcoming Parish elections in May 2023 and the possibility of a Councillor vacancy. It was agreed a positive decision needs to be made to ensure the Parish Council has true representation.

#### **13. KING CHARLES III CORONATION CELEBRATIONS:**

Mrs Schryver confirmed that arrangements for the celebrations over the coronation weekend were well under way. Still no arrangements have been confirmed for Beare Green. It was discussed that donations from the Parish Council might be applied for to purchase memorial benches. Mr McLachlan asked the Clerk to contact the National Trust and ask for an update on the bench for Coldharbour to commemorate the reign of the late Queen Elizabeth II.

#### **14. REPORTS FROM MEMBERS:**

##### **(a) Finance**

##### **(i) To agree, approve and Authorise Cash Book entries for month of December 2022:**

The bank statements for November and December 2022 were now available and the cash book for both months were signed by Mr Ball.

##### **(ii) To agree and approve accounts to 16 January 2023:**

Mr McLachlan addressed the meeting and advised that immediately after the Finance Committee meeting on 9 January 2023 a written request had been made to NS&I to transfer £20,000 from the Reserve Account into the Current Account.

The current account balance on 16 January 2023 was £10,351.00 and the balance of the reserve account remains at £50,307.10 as the transfer has not yet been actioned

**(iii) To approve and authorise payments of outstanding invoices:**

**PAYMENTS RECEIVED**

Hall Hire	£153.00
VAT Refund	£3,447.80
Hall Hire	£60.00
Burial Ground Memorial	£200.00

**PAYMENTS APPROVED**

		<b>VAT</b>	<b>TOTAL</b>
Mrs L Quirk	£45.00		£45.00
SES Water – Burial Ground	£61.88		£61.88
39 Essex Chambers Invoice 253701 – Coles Lane	£550.00	£110.00	£660.00
39 Essex Chambers Invoice 253806 MVLP	£75.00	£15.00	£90.00
39 Essex Chambers Invoice 283701 Coles Lane	£425.00	£85.00	£510.00
Helpdesq invoice 12339 15 December 2022	£58.41	£3.07	£61.48
Helpdesq Invoice 12458 14 January 2023	£58.41	£3.07	£61.48
David Sacks – Coldharbour Maintenance	£450.00		£450.00
D W Nye Rocksalt 50% of total invoice	£83.22		£83.22
BT	£20.50	£4.10	£24.60
EDF Energy	£55.86	£2.79	£58.65
J Russell January salary	£2,479.40		£2,479.40
HMRC Clerk's income tax	£619.80		£619.80
OPUS Energy Gas DD	£162.64	£8.56	£157.84
OPUS Energy Electricity DD	£60.62	£3.20	£75.81
<b>Total</b>	<b>£5,142.57</b>	<b>£234.71</b>	<b>£5,377.28</b>

Although approved, payment to HAGS for playground repairs - **£501.30** continues to be withheld until the spares have been received.

**(b) Ward Matters for discussion**

**Coldharbour** - (i) Mr McLachlan mentioned the maintenance and upkeep of the Coldharbour defibrillator. It was confirmed that although the apparatus is working the new defib pad is still on order. (ii) Mr McLachlan mentioned that over the weekend, his car had been involved in an accident regarding a pothole in Coldharbour. He asked the Clerk to contact Surrey County Councillor Helyn Clack and Surrey Highways to ask for someone to come along to the next Parish Council meeting to explain how repairs are prioritised and carried out.

**Capel** – (i) Mrs Schryver mentioned the signs that had been erected advertising The Crown pub. There had been some complaints about these and it was agreed that the Clerk would write to the proprietor of the pub and ask if there was a way they could work with the Parish Council to provide better signs. (ii) Mrs Schryver mentioned it was now time for further pond maintenance as bullrushes need to be thinned. The summer maintenance will be undertaken free of charge. (iii) Mrs Schryver mentioned the 2023 Capel Show scheduled for 19 August. As attendance numbers continue to increase, it has been suggested that the entrance to the show be relocated. In the interests of safety, pedestrians will be redirected along Mortimer Road to enter the show by the existing path. The entrance will need to be widened with a portion of the beech hedge removed. Councillors agreed that in the interests of safety permission would be granted.

**Beare Green** – (i) Mr Cox said the drains had still not been cleared. They will be reported again.

**15 CORRESPONDENCE:**

None.

**16 URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR NOTE OF INCLUSION ON A FUTURE AGENDA:**

None.

**Dates of Next Meetings - All to be held in Capel Parish Hall**

Planning Committee: **Monday 6 February 2023**

Full Council Meeting: **Monday 20 February 2023**

Finance Committee: **Tuesday 9 May 2023**

**ANNUAL PARISH MEETING MONDAY 13 MARCH 2023**